



## Human Resources

# Manager Fact Sheet: Position Classification

### Introduction:

Classification is the process of evaluating the work performed in a given job to determine the appropriate occupation and pay band. The classification of a position is based upon the job profile. A job profile is a document that describes the duties, tasks, responsibilities and needed competencies (knowledge, skills and behaviors) to perform a job.

Classification is used to evaluate the work performed in a given job. It is not a tool to be used to affect pay. DOC Policy 1.3.6, *Broadband Pay Plan*, provides for several types of discretionary pay for managers wishing to address pay issues.

The purpose of a job profile is to provide a clear understanding of the job requirements and to identify the essential functions of the position. When the profile is written with the intent of affecting the classification and pay of the position, those critical functions are jeopardized.

### Supervisory Staff's Role:

1. Supervisors must design a job by assessing the work to be done and writing accurate duty statements to develop the job profile, without any consideration to the incumbent in the position.
2. Supervisors must determine the amount of time spent on each duty and assign the appropriate percentage.

3. Supervisors must sign the profile to verify and approve its accuracy.

Supervisors must periodically review the profiles of the positions they oversee. If the position duties have changed, the supervisors must update the profile to ensure it is consistent with current duties. If the changes made to the profile result in a significant change in duties, the profile must be reclassified. A significant change is a change which results in a change of complexity level in the predominant (51% of job) duties. If in doubt about the impact of a change, please consult with HR.

In order for a profile to be reclassified, the following materials must be submitted to the Human Resource Bureau:



1. A new or revised hard copy of the signed job profile;
2. An electronic version of the job profile;
3. A current organizational chart that shows where the position is located and ranked in the division or facility work unit organizational structure; and
4. A completed Classification Request form for revised job profiles (attached to DOC Policy 1.3.7, *Position Classification*.)

## Human Resource's Role:

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Human Resource Specialist (HR Specialists) will act as consultants to supervisors by assisting them in developing job profiles. The assistance may include ensuring the right format is used and that the duties are written and grouped in a manner that will lead to accurate assessments of complexity level. The HR Specialist will also review the profile to ensure that the duties listed on the profile include only the essential duties of the position.

Once the HR Specialist receives the necessary materials for a classification review from a supervisor, they will classify the position. If a job audit (the process of researching and collecting facts about a job to define it) is necessary to complete the classification, the supervisor will be notified and will participate in the audit process, along with the incumbent, if possible. The draft classification will be presented to a committee consisting of agency trained classifiers whereupon the committee must reach consensus as to the proper assignment to occupation and pay band. The HR Specialist who classified the position will notify the division administrator, supervisor and incumbent of the results when the classification is completed.

The HR Bureau will

1. Establish files that include a chronological history for each Department position;
2. Maintain files according to official record retention schedules;
3. Retain all signed job profiles;
4. Ensure electronic copies of all Department job profiles are maintained in a directory according to established naming conventions; and
5. Ensure that each job profile is filed with the Department of Administration.

## Appeal Process:

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The position incumbent is the only staff member who has the right to appeal a classification decision. Since the supervisor's role is to design job profiles and allocate work functions and not to advocate for a certain band assignment, our agency position will be top to bottom support for the classification decision once made.

Classification responsibility for DOC has been delegated to the Director of DOC and he has final authority on classification decisions. As such, the Department of Administration expects that any appeals that arise out of our Department will be supported only by the position incumbent with all other agency officials, including the position supervisor, supporting the classification.